

DATA PRIVACY NOTICE

The Parochial Church Council of the Parish of Cromer (Cromer PCC) Privacy Notice

This Privacy Notice is provided by the PCC of Cromer Church to explain what to expect when we collect and process your personal information in accordance with the UK General Data Protection Regulation (GDPR)

Date of publication: 14/11/24

Data Controller

The data controller is Cromer PCC.

Address of Cromer PCC is: Cromer Church Office, Parish Hall, 65 Church Street, Cromer, NR27 9HH

Office Telephone number: 07777 164738

Office email: office@cromer-church.org.uk

For more information, please go to: <https://www.cromer-church.org.uk>

1. Why we collect and use your personal data?

We use personal data for the following purposes:

- Name and contact details - To inform you of news and information about events, activities, and services within the PCC of Cromer Church and the diocese of Norwich
- To include your details in the Church Directory and for purposes of church membership
- For purposes relating to safeguarding and volunteer roles within the church

2. The categories of personal data we collect are:

- Name, contact details and age
- Gift aid information
- Visual images (photographs, video, live streaming)

We also process 'special' categories of information that may include:

- ♦ religion

Cromer PCC is a not-for-profit body with a religious aim and, as such, processes some special and normally prohibited categories of personal data relating to religious beliefs. This processing

is carried out in the course of its legitimate activities. This information is never disclosed to a third party without consent.

3. The lawful basis for processing your personal data ?

Cromer PCC uses personal data for a number of purposes, as set out above, and has identified a lawful basis for processing the information in each case. These are 'Contract', 'Legitimate Interest', 'Legal obligation' and 'Consent', and examples of where each applies are as follows:

- Examples when 'Contract' applies:
 - The management of employees and suppliers

- Examples when 'Legitimate interest' applies:
 - When you ask us to contact you in connection with a course, event, activity or service and we communicate with you about that event, activity or service both before the event and in follow up afterwards;
 - when you have asked a question or made a comment or suggestion and we use your contact details to respond to you;
 - when you sign up to serve on a rota, join a Small Group, become involved in a ministry or other mission or serving opportunity and we use your personal information to provide, organise and enable that activity;

- Examples when 'Consent' applies:
 - in relation to sharing your personal information in the Church Directory;
 - when you have subscribed to one of our mailing lists and explicitly consented to receiving emails or postal communications as part of the sign-up process. (You can unsubscribe at any time by emailing office@cromer-church.org.uk or by phoning the Church Office (07777 164 738) or by using the unsubscribe link in the footer of emails);

- Examples where 'Legal obligation' applies:
 - we are required by law to collect and process data for weddings, funerals, baptism
 - for processing and reporting financial information relating to the gift aid scheme
 - for maintaining the Electoral Roll
 - where we are required to maintain attendance records at groups or events for safeguarding purposes.

4. Where we collected your data from

- You
- Family members
- The Diocese of Norwich
- Funeral directors

5. Sharing personal data .

Your personal data will be treated as strictly confidential and will only be shared with the PCC

of Cromer and/or Diocese of Norwich office, Parish Clergy and the Bishop. Also we share some of your personal data with other church members via the church directory with your consent.

5. How long do we keep data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

6. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Cromer PCC holds about you (a Subject Access Request or ‘SAR’);
- The right to request that Cromer PCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Cromer PCC to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

7. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Church Secretary at Cromer Church Office, Parish Hall, 65 Church Street, Cromer, NR27 9HH
Office Telephone number 0777 164738
Office email: office@cromer-church.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#)
[Data protection and personal information complaints tool | ICO](#)